

**NAVAJO NATION  
DEPARTMENT OF PERSONNEL MANAGEMENT  
JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DODE70114026**

DATE POSTED: **06/27/17**

POSITION NO: **242935**

CLOSING DATE: **07/11/17**

POSITION TITLE: **Head Start Professional Development & Planning Specialist (S)**

DEPARTMENT NAME / WORKSITE: **DODE/Navajo Head Start - Window Rock, AZ**

REGULAR FULL TIME: ☒

GRADE/STEP: **AG67A**

WORK DAYS: **Mon-Fri**

PART TIME: ☐

NO. OF HOURS/WEEK: **\$ 55,577.60 PER ANNUM**

WORK HOURS: **40 hrs./week**

SEASONAL: ☐

DURATION: **\$ 26.72 PER HOUR**

TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Oversees the development and implementation of professional staff development requirements of the Head Start Act and Head Start Performance Standards; establishes goals and objectives for staff development programs and projects; provides continuous planning to improve program quality; facilitates strategic and management improvement plans for all content areas; coordinates with governing body and parent policy council on the implementation of a plan to improve quality and continuous monitoring and effectiveness; develops, implements, monitors, analyzes, evaluates and revises new training development policies and initiatives; formulates program policies for career advancement and opportunities for staff and parents; designs a comprehensive training and staff development plan that encompasses a high quality and effective early childhood program.

Engages in other innovations collaboration, including plans for training and professional development initiatives for child care and early childhood education to assist program staff, administrators and parents; establishes and promotes educational career paths with local colleges and universities; serves as liaison between colleges and universities to mentor staff; assists with accessing scholarships, bringing program current in accordance with funding source requirements; establishes memorandum of understanding/agreements (MOU/MOA) with educational entities affiliated with early childhood services; tracks staff development and certification to ensure compliance with regulations and certification for all program personnel.

Develops and maintains an efficient student records system to track and monitor student progress; facilitates presentation; prepares written reports; participates in staff orientations, workshops and work sessions; seeks and applies for outside funding to implement and support head start education initiatives to improve the education and licensing of staff.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Education, Social Sciences, Communications or a closely related field; and four (4) years of work experience in instructional or organizational development related field, two (2) years of which must have been in a management and supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation is required.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of educational administration and processes; knowledge of Navajo Nation, Head Start Performance Standards, federal state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of learning concepts, training and development methods and techniques; knowledge of adults learning processes, instructional design techniques and evaluation methodologies.

***Incumbent must abide by program standards of conduct.***

***SENSITIVE POSITION***

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***